

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1173 **TITLE:** DEPUTY DESIGN REVIEW DIRECTOR **GRADE:** S-32

DEFINITION:

Under general supervision of the Director of Design Review and subject to County policy, to assist in the planning, organization and direction of the Division of Design Review; and to do related work as required.

TYPICAL TASKS:

Supervises the work of the division through subordinate supervisors;
Confers with engineers, surveyors, and contractors regarding design and construction problems;
Performs a wide variety of senior level administrative and professional engineering duties;
Coordinates work programs with other divisions, departments, and other County, State and Federal agencies;
Oversees preparation of the annual budget, monthly and annual reports;
Attends meetings and conferences;
Prepares reports and writes correspondence.
Serves as Director of Design Review in the absence of the Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory and practice of civil and planning engineering and principles and practices of regional and urban development;
Knowledge of the methods, equipment and material used in street construction, and storm and sanitary sewer construction;
Knowledge of State and County standards of construction;
Knowledge of the principles and practices of management;
Ability to maintain effective relationships with governmental officials and the public;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Graduation from college with a major in engineering and five years of progressively responsible engineering experience related to development and design, one of which must have been in a managerial capacity.

PREFERRED SPECIAL REQUIREMENTS:

Professional registration or qualifications for professional registration in engineering is desirable.

REVISED: February 28, 1990

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